

THE UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF LOUISIANA
Position Vacancy

(This is a temporary position, with NO benefits, ending on 9/30/2007.)

Position: DEPUTY CLERK (Temporary Not To Exceed 9/30/2007)

Location: Shreveport, LA

Classification Level: CL 23 Starting Salary: \$28,588

Opening Date: 5/9/2007 Closing Date: 5/23/2007

Position Overview

The deputy clerk manages the flow of bankruptcy cases from filing to disposition by processing incoming documents, maintaining official case files, other records and performing noticing, administrative and clerical functions. Representative duties include the following: receives and reviews incoming documents to determine conformity with appropriate rules, practices and court requirements; collects appropriate fees; files documents into case files; furnishes information to a wide variety of internal and external customers; reviews documents to ascertain time frames and may set hearing dates in accordance with established court procedures; manages cases to ensure timely prosecution; processes conversions of cases between chapters; maintains claims register; prepares and processes notices for mailing; prepares form judgments and orders for judge's signature; performs quality control; and performs other duties as assigned.

General Qualification Requirements

To qualify for the posted position, the applicant must be a high school graduate or equivalent and have two (2) years of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Desirable Qualifications

Should be detail oriented with an ability to perform a wide variety of tasks on a number of cases at the same time. Should have routine experience in the use of automated systems. Excellent interpersonal skills. Excellent oral and written communication skills and professional demeanor. Possess an understanding of the operational processes in a court environment. The ability to take initiative and work in a team-based environment. Mature, responsible, reliable and organized. Ability to manage multiple priorities, work with limited supervision and skill in dealing with others in person-to-person relationships is highly desirable. Good knowledge of the Bankruptcy Code & Rules is also a plus.

Information for Applicants

You may obtain an Application for Judicial Branch Federal Employment (AO 78) from our web site at www.lawb.uscourts.gov or by sending a self-addressed stamped envelope to the address listed below:

U.S. Bankruptcy Court
ATTN: PERSONNEL
300 Fannin St., Suite 2201
Shreveport, LA 71101

Applications should be submitted to the address listed above. Please, no faxes or e-mails.

Disclosures

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense. Relocation expenses will not be reimbursed.

Only applicants selected for an interview will be notified. Unsuccessful applicants will not receive notice.

This position is subject to mandatory electronic direct deposit of salary payment.

Employees, of the U.S. Bankruptcy Court, are hired under Excepted Service appointments. Court employees are considered *at will* and can be terminated with or without cause by the court. The selected applicant will be hired provisionally, pending an FBI fingerprint check and successful background investigation.

****AN EQUAL OPPORTUNITY EMPLOYER****